



Ontario
Ministry of
Labour

Handicapped
Employment
Program

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Opening The Door

Locating
People
With
Disabilities

Have you ever wondered?

Like many other employers, you may have wondered why people with disabilities don't *seem* to apply for jobs with your company. Part of the reason is that it isn't always possible to single out an applicant with a disability just by appearance. That's because there are many different kinds of disabilities. Some are visible, others are not.

Applicants who do have a physical disability may be unintentionally screened out from even applying because of the inaccessibility of some personnel offices; for example, a second floor location with no elevator.

Welcome participation

Surprising as it is to many employers, job-seekers with disabilities may not know that you welcome their applications. Not all companies have taken a proactive approach to recruiting people who have disabilities.

Qualified men and women may choose not to apply because they believe that their disability will disqualify them from consideration. Or they may simply be unfamiliar with the recruitment process utilized by your company.

For these reasons, you are encouraged to consider an outreach recruitment program.

What is outreach recruitment?

Outreach recruitment is a method of communicating to job-seekers who have disabilities that your organization *wants* them to apply.

It is a proactive measure – a planned effort to inform both job-seekers and organizations that place people who have disabilities of opportunities that exist in your company.

To reach this pool of talent you can take these steps:

- Contact self-help groups, social service agencies and other organizations that work on behalf of people with disabilities and place job orders with them. Invite them to a session where your human resource needs and expectations are discussed.
- When advertising positions, signal to job-seekers with disabilities that you welcome their applications by stating that you are an employment equity employer and/or by using the international access symbol 
- Advise employment centres, recruitment agencies, union hiring halls and educational institutions that your company is open to receiving applications from people with disabilities.

HEP can help

Consultants from the Handicapped Employment Program (HEP) are available to discuss outreach recruitment and other useful steps that you can follow when considering ways to 'open the door' to job-seekers with disabilities.

Contact:

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